

Arizona Early Childhood Development & Health Board

FIRST THINGS FIRST

Meeting Minutes

Call to Order

The regular meeting of the First Things First – Arizona Early Childhood Development & Health Board was held on Wednesday, August 29, 2007 at the Hilton Garden Inn, 4000 North Central, Phoenix, Arizona, Phoenix South Room. Chair Mathis Basha called the meeting to order at 8:40 a.m.

Chair Mathis Basha welcomed and introduced the newest member of the Board, Amy Corriveau with the Department of Education; Ms Corriveau is the designee for Tom Horne.

Present: Rhian Evans Allvin
Nadine Mathis Basha
Amy Corriveau
Susan Gerard
Jack Jewett (via teleconference)
Gary Pasquinelli
Cecil Patterson
Pamela Powell
Vivian Juan-Saunders
Gene Thompson
Anthony Rodgers
Tracey Wareing

Absent: Paul Luna

Staff Present: Elliott Hibbs
Karen Woodhouse
Nancy Oyen, Attorney
Kim Syra
Sandy Foreman
Jennifer Johnson
Donna Migliore
Nicole Barnum
Judy Walruff
Alicia Smith
Glenda Bye

Executive Session – Interview and Consideration of Applicants for the Executive Director Position

Pursuant to A.R.S §38-431.03(A) (1) and A.R.S §38-431.03(A) (1)) the Board voted to go into executive session for interview and consideration of applicant for the Executive Director position. Motion was made by Member Thompson, Seconded by Member Patterson at approximately 8:45 a.m. Motion carried.

A Motion was made by Member Thompson to close executive session and resumed regular session at approximately 9:30 a.m. Seconded by Member Patterson.

Executive Search Committee Update

Chair Mathis Basha introduced Linda Blessing, consultant to the First Things First – Arizona Early Childhood Development and Health Board Executive Director Search Subcommittee providing staff support and asked her to brief the Board on the processes and procedures that were involved in the consideration of the new Executive Director. Ms Blessing reported that there were approximately 190 applications for the position. With the assistance of Jackie Mass from the Department of Administration, applications were reviewed, screened and narrowed down to five applicants. After the exploratory visits, the Subcommittee interviewed three candidates and followed up with reference checks. The Subcommittee recommended that upon final appointment, the Board proceed to follow up with a background check on that individual. Ms. Blessing reported that the Search Subcommittee recommended one candidate to the Board for interview and that candidate was Elliott Hibbs.

Member Pasquinelli Moved the appointment of J. Elliott Hibbs as Executive Director subject to the completion of a background check and further move that Mr. Hibbs' salary continue at his current compensation level of \$142,811.00 with 2.75% performance pay. The Motion was Seconded by Member Evans Allvin. Motion passed by unanimous vote.

Mr. Hibbs addressed the Board and expressed his gratitude and thanked the members for their support and confidence. He mentioned it was truly an honor to continue to work with the people from around the State, members of the audience and the Board to have the opportunity to move this program forward.

Consent Agenda

Upon the motion of Member Evans Allvin and Second by Member Patterson, the Board adopted the Consent Agenda. Those items are marked with an * and underlined in these minutes.

*Minutes of June 26, 2007, Meeting

The minutes of the June 26, 2007, Board meeting were approved.

*Governance Policy 1-111 Conflicts of Interest

The Board adopted Board Policy 1-111, Conflicts of Interest, establishing compliance with conflict of interest provision A.R.S. Title 38, Chapter 3, Article 8.

Call to the Public

Carol McCormack, President of Mesa United Way congratulated Mr. Hibbs and is looking forward to working with the Board. Ms McCormack invited the Board to come and listen to Dr. Bruce Perry speak in Mesa on October 24, 2007. Dr. Perry is a child psychologist and a neuro-biologist. His research has enhanced the nation in understanding of how, when children develop experiences of early childhood, it causes change in the biology of the human brain. This underlines how important the work is here with the Early Childhood Development and Health Board.

Julianne Hartzell with AEEF/Alliance for Children's Early Success of Flagstaff offered to congratulate Mr. Hibbs, and offered continued support in any way they can.

Election of Vice Chair

Chair Mathis Basha announced to the Board due to Vice Chair Jack Jewett accepting a position in California and moving out of state, a new Vice Chair would need to be elected. Member Patterson Moved to nominate Gary Pasquinelli for the position of Vice Chair, the Motion was Seconded by Member Evans Allvin. The vote was unanimous.

Member Comments and Workgroup Updates

Member Patterson updated the Board regarding Accessibility. He and Jennifer Johnson through traveling around the County and State, and making contacts in Southern and Northern Arizona, are assessing how people perceive accessibility. They have concluded that accessibility is a multi-faceted issue that blends with other areas of responsibilities around the Board. Significantly, this also has an interaction with assessment which Ms. Cannon is in the process of putting together. The intention is to continue to communicate the accessibilities issues regarding quality, transportation, language and culture, class room accessibilities, facilities and programs. A review of the final assessment will assist in identifying target areas to help in achieving their goals. Members of the Board responded that education, oral hygiene, Head Start enrollment, and fear of having the required social security number as documentation are all components that will affect this accessibility workgroup.

Member Evans Allvin updated the Board regarding Professional Development. The first meeting of the Professional Development Workgroup was held in June. The workgroup came to a consensus on all the elements of what an ideal professional development system would look like. Two items agreed upon were funding and core competencies. On August 22, 2007, the workgroup reviewed all the recommendations that had been made by previous groups for the past 10-15 years. Presently the workgroup is on track to come back with recommendations in November on behalf of the Professional Development Workgroup.

Member Pasquinelli updated the Board regarding Health. Member Pasquinelli wanted to confirm everyone was on the same page with the context of the charge given to the workgroup by Chair Mathis Basha. The charge contained six parts. The first meeting was held August 28, 2007; the workgroup was expanded with an invitation to 24 individuals with expertise in child health including six pediatricians and a pediatric dentist. The Subcommittee reviewed child health indicators and child health status for children birth through age 5. Donna Migliore and Linda Cannon gave an update on child health indicators. The consensus of the Subcommittee is that the needs and assessments are critical at this point before moving much further. The workgroup will review School Readiness Board recommendations for child health to see if anything had changed and the priorities are still there. Key areas of work include identifying health services with good outcomes that have lost funding, and giving consideration and possible recommendations to the Board for potential state wide grants. The Subcommittee voted to amend the charge and add health care areas in which there is a need and that have lost funding. The next Health Subcommittee meeting will be September 24, 2007, location to be announced.

Member Powell updated the Board regarding Family Support. The workgroup is presently in its initial stages. The purpose of the workgroup is to raise public awareness of needs, creating a framework for prioritizing direction of work, establishing understanding of services available in Arizona and placing special attention on access to existing services. This has to do with family support of parenting education as well as literacy services for children and their families. Member Powell mentioned how all of the Subcommittee's interact with each other in creating the healthy, whole child.

Member Juan Saunders updated the Board regarding Tribal Education and Funding. Member Juan Saunders reported that meetings have been held with seven Tribal Councils, including Inner Tribal Council of Arizona, as well as the committee of the Early Childhood Council of Arizona. Member Juan Saunders announced that Katie

Stevens will be starting on September 10, 2007, as the new Policy Specialist for Tribal Issues and is looking forward to working with her. The next step is to develop a series of frequently asked questions related specifically to tribal issues that can be shared with communities and to post on the ECDH website. One of the most frequently asked question is, "What are the best practices for tribal communities?" Member Juan Saunders reported that she has observed very positive partnerships and approaches to child care and early childhood development in the non-tribal communities and would like to develop a model to use for best practices.

Member Thompson updated the Board regarding Evaluation. Member Thompson reported that with the assistance of Mr. Hibbs he is working on creating the definition of characteristics for an evaluation staff person. The work is proceeding and the search process is underway. The week of September 11, 2007, Member Thompson will be meeting with Dean Ron Marx from the U of A College of Education to discuss their ability to come and work with the Board.

Chair Mathis Basha updated the Board regarding the Quality Improvement Work Group. The focus of this workgroup is a voluntary quality improvement approach, including a rating system. This was undertaken by the School Readiness Board with pilots going on in the State. At this point the workgroup has not met as a committee. Presently, preliminary research is underway in terms of how this fits within the context of State agencies. Ms Mathis Basha hopes to convene a community group in October, 2007. The goal is to implement the quality improvement rating system by September 2008.

Head Start in Arizona

Jennifer Johnson introduced Linda Montoya, President of Arizona Head Start, and Mo Gallegos with the City of Phoenix. Ms. Montoya presented to the Board, stating that Federal Head Start grants bring in over \$140 million to Arizona's economy. Head Start agencies generate over \$35 million in local community in-kind contributions. Head Start does not receive any State funds at this time. Nearly 24,000 individuals volunteer in Arizona Head Start programs and nearly 4,300 individuals are employed. Twenty-eight percent of all staff are current or former Head Start parents. Reported to the Board was that Arizona has more than 1,000 Head Start teachers, and of these, 46% have an early childhood-related Associate's Degree and 15% have a Baccalaureate Degree in Early Childhood Education. Head Start is dedicated to health and nutrition issues along with accountability to child outcomes working in a way to support the growth of a child. Head start programs in Arizona are committed to providing the families with the highest quality of service possible. Funding challenges continue to be an issue and many children who qualify don't receive services due to limited funds.

Governance Policies for Second Reading and Adoption

A Motion was made by Member Evans Allvin to remove Policy 1-108 from the Table and open the policy for discussion. Seconded by Member Pasquinelli. Motion passed.

The Board Members discussed the Preface and Disclaimer of the Board Policy and Policy 1-108 Board Officers and Their Duties. The final additions of the contact information had been made to the Preface and Disclaimer portion of the policy. Member Pasquinelli suggested that last sentence of Page 1 should read "past experience on the Board". In addition he also suggested on Page 2 the end of the first paragraph should read "A majority vote of the appointed members of the Board". Member Pasquinelli Motioned to adopt the Preface and Disclaimer portion of the Policy and Policy 1-108 as amended. Seconded by Member Evans Allvin. Motion Carried.

Presentation of Branding on First Things First

Nicole Barnum introduced representatives from the Riester Marketing and Advertising firm working on branding concepts for the Board, who presented logos and taglines to the Board. Riester was asked to present the concepts and recommendations for a First Things First logo and tagline, along with an overview of how these elements would be incorporated into a statewide public information campaign. The concepts presented represent growth, parent/child relationships and playful interaction. Focus groups conducted by Riester tested the concepts with the general population of Maricopa County and provided candid and valuable feedback. The Board discussed the three logos and suggested that the examples were not quite what they were looking for, and suggested that Riester come up with more choices for them to review. The Board emphasized to Riester that the logo and tagline need to work in conjunction with one other. Concerns expressed by the Board include resemblance of these logos to other logos, particularly with those of other partnering agencies. After careful review and candid suggestions, the consensus of the Board was that they would like to see new concepts. The Board narrowed down their preference of logo and tagline concepts. It was suggested that they were not interested in the logo icon of a “hand”, or the tagline “Reach Them Early Achieve Success”. Riester was asked to take it to the next level.

Regional Boundaries

Linda Cannon, consultant to the Board, presented a Regional Boundaries update. Demographic and service information was gathered, meetings were held with all 17 AEEF Regional Partnerships, and tribal meetings continue to be held. Options are being developed along with follow-up meetings with partnerships being set. Recommendations to the Board will be provided at the September Board Meeting.

Draft processes for recruiting and selecting Regional Council members have been defined and are currently being reviewed by the Attorney General’s Office. The recruitment process includes:

- Advertisements using the AZECDH web site along with media to targeted locations. Notices will also be issued through local partnerships and associations.
- Applications will be available electronically and via mail upon request.
- Screening and interview process to narrow the recommendations to the Board.
- Definition of required membership and clarifying language.
- Appointment of terms (2 and 4 year options for the initial appointments).

Key documents will include job descriptions, applications, screening grid, interview questions, and letter of commitment.

Needs and Assessments

Linda Cannon presented to the Board an update on the Needs and Assets Assessment. Currently, the Needs and Assets Assessment report is on schedule. Key Informant meetings are complete with the focus on system building. A summary of 17 completed focus groups is being prepared. Community forums were held and summarized. Initial data is due to the Board by the end of August.

Next Steps

- The overview of information gathered tying together the needs and assets assessment information for a state-level view.
- Connect the links between numbers and perception.
- Look at current status and future opportunities.
- Inform the board of the strategic planning process.

- Define desired outcomes.
 - Define objectives and strategies to reach outcomes.
 - Define progress indicators.
 - Explore options for pending indicators.
 - Finalize key informant report.
 - Summarize focus groups.
 - Prepare the initial draft of needs and assets assessment and strategic planning.
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- Identify priorities from community forums; priorities to date do not include Maricopa County forums:

First priority for action – 374 responses
17.4% parent support – information
16% access to early childhood education
13.1% access to professional development
12.8% quality early childhood education
11.2% access to health care
7.5% community engagement
5.6% family support – services
3.2% professional development – salary/benefits
1.1% health care quality
12% other

Indicators include State level data, National level data where available, and alternatives where data is not available for the original indicator. Pending data is currently being gathered.

Executive Director Report

Executive Director Elliott Hibbs presented a Fiscal 2007 financial recap for the First Things First – Arizona Early Childhood Development and Health Board. Mr. Hibbs reported that the balance for 2007 year end was \$74.6 million. Revenues that were mostly made up of luxury tax came in as expected for the fiscal year. Interest earnings were close to \$500,000.

Beginning July, 2007, 10% of revenues will go into the administrative costs account and 90% into programs accounts. Revenues deposited in July into the administrative account were \$1.2 million with expenditures of \$110,000. Program accounts revenue is reported at \$10.9 million. Ten percent of this money is set aside for statewide grants and 90% for regional grants. July's interest earned will not be noted on this report. Interest earned in July will be reported in August.

Mr. Hibbs updated the Board with a brief progress report on the following key staff positions that have been filled; Nicole Barnum, Communications Director, Kim Syra, Board Secretary, John Ordini, Finance Director, John Day, IT Systems Support, Saretha Jones, Procurement, and Marla Heiler, Personnel and Community Relations. This brings us up to 19 FTE's. Additional personnel hired will start within the next two weeks, including a Public Information Officer, Grants Manager, Business Analyst and 3 new policy specialists (this includes a tribal liaison, an expert in children with special needs, and a family support policy specialist). Critical areas that need to be addressed quickly are staffing of a Monitor Manager, Regional Council Administrator, Multi Region Managers and Regional Coordinators. The Board members asked that a functional organization chart be provided to demonstrate the roles of the various staff members.

Mr. Hibbs reported that an accountability and tracking system will be developed to track financial and program progress. The information from this system will allow the Board to present information to the Governor,

Legislature and general public regarding the effectiveness of our progress. These reports will also provide the Board with direction of where we are, where we need to go and if we have been successful with our strategies.

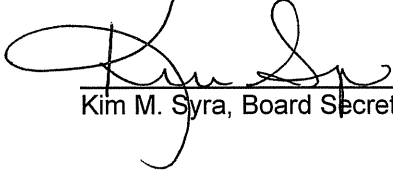
Next Meeting

The next meeting of the First Things First - Arizona Early Childhood Development & Health Board will be held Wednesday, September 26, 2007 in Phoenix; time and location to be announced at a later date.

Adjournment

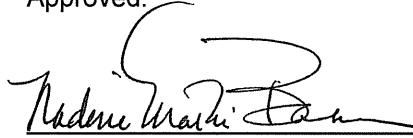
There being no further business, Chair Mathis Basha adjourned the meeting at 3:20 p.m.

SUBMITTED BY:



Kim M. Syra, Board Secretary

Approved:



Nadine Mathis Basha, Chairman